

REQUEST FOR PROPOSAL

Addendum # 2



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

DATE ISSUED: March 4, 2005

RFP Title: Emergency Preparedness Response Plan – Corrections Facility

Requesting Dept./ Div.: King County Department of Adult & Juvenile Detention

RFP Number: 101-05CMB

Due Date: March 10, 2005 - 2:00 P.M.

Buyer: Cathy Betts, cathy.betts@metrokc.gov (206) 263-4267

This addendum is issued to revise the original Request for Proposal, dated February 17, 2005 as follows:

1. The proposal opening date remains the same: Thursday, March 10, 2005 no later than 2:00 p.m. exactly.
2. The sign in sheet from the March 1, 2005 pre-proposal conference is available by contacting Cathy Betts at cathy.betts@metrokc.gov. Please include your FAX number,

(continued on page 2)

TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed proposals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

The following information items were discussed at the pre-proposal conference:

In the RFP, please make the following correction in Section II, Part 10, item T: Forms

Remove: ~~prior to contract award. The are also available at:~~
~~www.metrokc.gov/finance/procurement/forms.asp~~

In the RFP, remove all references to RCTIP, EMAC, & RHSS and replace with **Department of Adult and Juvenile Detention Emergency Response Evaluation Team (ERET)**

Informational Note: The only two facilities that the proposal should consider are the downtown Correction Center and the Kent Regional Justice Center.

For further information on the King County Emergency Services Regional All-Hazards Strategic Plan, you may look at the following website for the plan in process:

http://www.metrokc.gov/prepare/homelandsecurity/homelandsecurity_stratplan.aspx

The following information is provided in response to questions received:

- Q1: If the project start date of April 5 is somehow delayed, will the Project due date be moved back an equal amount?
- A1: *At this time, No. However, the Department reserves the right to change if necessary.*
- Q2: How quickly will the County pay consultant's invoices? 21 days after receipt of the invoice? 28 days after receipt of the invoice? Or some other time period?
- Q2: *If a contract is offered to your firm based on your proposal, this will be negotiated at contracting time. Normal time with the County is 30 days after receipt of invoice.*
- Q3: Would King County give Washington based firms preference over others?
- A3: *No, please look at Proposal Evaluation Criteria on page 8 of the RFP document.*
- Q4: The question is in regard to which inmate population and which facilities this plan is to address? During the pre-bid conference, it was stated that the plan should only address the adult inmate populations in the King County Corrections Facility in Seattle and the Regional Justice Center in Kent. However, the RFP also discusses King County juvenile inmates and the Community Corrections Division population. Will you confirm which inmate population and which facilities should be address by the plan?
- A4: *The plan will incorporate only the Adult facilities; specifically, Seattle (1300 inmates) and Kent (1200 inmates).*
- Q5: On page 2 of the RFP under the "Submittal" section, it reads "The Proposer shall provide one unbound original and five (5) copies of the proposal response, data or attachments offered, for six (6) items total. The original in both cases shall be noted or stamped "Original". That last sentence is confusing; there is only one (1) original and five (5) copies, correct? The unbound original is the only one that will read as such. Are the 5 copies bound?
- A5: *The original in both cases indicates the "Original" unbound proposal response and the RFP document and any Addendums that have the signature box at the bottom. These documents need to be stamped or marked as "Original". The additional five (5) copies can be bound, the choice is yours. Do not forget Forms K & L need to be included in the "Original" package. The reason for the unbound copy is because the proposals become public documents after the contract is signed and it makes it easier for us to copy them if a request comes in.*
- Q6: There does not appear to be a page limit. Can you please confirm that this is the case?
- A6: *The Proposer may provide the documents they feel are necessary and required to address the requested RFP. Brevity as appropriate is appreciated.*

- Q7: How shall I use confidential project references? I have relevant confidential clients and projects that I am prohibited from naming, even though they relate directly to this project. I am prohibited from naming either the clients or the projects, yet they show my team's relevant experience in homeland security strategic planning. Can I list them as "Confidential Client" and suggest a protocol where a reference person at my client would discuss the project with a representative of the DAJD? Or can I provide a vague and oblique reference to the type of project and provide no specifics? This is a bit a problem.
- A7: *The evaluation rating criteria for this RFP includes the mandatory reference requirement. If a person/firm chooses not to provide relevant contact information, the evaluation team will review accordingly. Each submitting firm must decide on how best to address this requirement, and to what level of project information they can comfortably provide. However, the County must be able to determine the type and amount of participation a proposer claims in a previous project for this criterion to be relevant to the evaluation process. The County is subject to the public disclosure laws of the State of Washington, and as such is unable to guarantee that confidential information can be considered exempt from these laws. As such, the evaluation process for references must be treated as outlined in the RFP.*